



MONTESSORI
EDUCATIONAL CENTER
An education as unique as your child

July 3, 2019

RE: Silent Auction Donation Letter

Dear Friends,

Montessori Educational Center is hosting its 4th annual Lip Sync Battle and Gala on September 21, 2019. The evening consists of great food and drinks, dancing, a phenomenal Lip Sync Battle, and a remarkable silent auction. We are asking businesses and individuals in our community to help support our event by making a donation to the silent auction. Any donation of a service, merchandise, gift certificate, or monetary gift is greatly appreciated.

The proceeds from the Lip Sync Battle and Gala will be used to support Montessori Educational Center in funding teacher training and continuing education, classroom environments, and campus improvements. In order for a Montessori teacher to be certified, they must have a degree and specialized training in Montessori methods. We recognize that a well-trained staff is one of our greatest assets and truly sets us apart. We are also fully aware of the significant role in student learning a safe, welcoming, resource-rich learning environment holds. While tuition funds the daily school operations, fundraisers, such as the Lip Sync Battle and Gala, help prepare Montessori Educational Center for continued and even greater success.

Thank you for taking time to read this letter. As one of our supporters, we personally want you to know how much we appreciate your contribution to our fundraiser. If you would like more information about Montessori Educational Center or attending the 2019 Lip Sync Battle and Gala, please do not hesitate to contact me.

All donations are tax deductible. Our tax ID number is 72-1142136.

Many thanks,

Meredith Melançon , Silent Auction Chair
318.305.5821
Meredith.melancon@mecalex.org

Receipt

Donated item: _____

Value of item: _____



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Item # as Received _____

DONATION FORM

**Montessori Educational Center's 4th Annual Lip Sync Battle and Gala
September 21, 2019**

Soliciting Committee Member/Individual: _____

COMPANY/DONOR NAME: _____

COMMITTEE USE ONLY	
Category:	_____
Display # Assigned:	_____
Starting Bid:	_____
SOLD Amount:	_____
TY Note:	_____

Please print information above as you would like it to appear in all advertising materials.

Contact Name: _____ **Title:** _____

Phone: () _____ - _____, Extension: _____

Email: _____ Website: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

DEADLINE: All donor forms, items and display/advertising materials must be received by Friday, September 20th.

Please give a detailed description of the donated item(s) and contents. Include all applicable restrictions.

Value of Item(s): \$ _____ *Required for IRS purposes and for donation receipt.*

Delivery Information:

_____ Donation Enclosed Delivery Method _____ Donation must be picked-up by _____
Service Type/Person *Date*

Display Information: *Display materials include catalogs, menus, business cards, posters, shopping bags, or any other branded or advertising materials that can be placed alongside your donation.*

_____ Enclosed Delivery Method _____ Pick-up by _____ None _____
Service Type/Person *Date*

List Display Items: _____



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For donation drop-off information or other inc
318.305.5821, Meredith.melancon@mecalex.org

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